

## JOB DESCRIPTION

**TITLE:** HR GENERALIST  
**REPORTS TO:** CHIEF OPERATIONS OFFICER (COO)  
**STATUS:** EXEMPT/FULL TIME  
**LOCATION:** RICHMOND or ANTIOCH (with ability to travel to other office locations)  
**PAY:** \$65,000/ANNUAL SALARY

### **POSITION SUMMARY**

The Human Resource Generalist is responsible for company-wide HR-related duties on a professional level and works closely with the COO in supporting Brighter Beginnings HR function. This position carries out responsibilities in supporting the following functional areas: HR policies and procedures updates, benefits administration, employee relations, training maintenance and assistance, performance management, onboarding, policy implementation, recruitment, diversity and inclusion initiatives, help define and improve Brighter Beginnings work culture and employment law compliance.

### **QUALIFICATIONS:**

#### **JOB QUALIFICATIONS AND EXPERIENCE**

1. Bachelor's degree required in Business, Psychology, or a related field.
2. Minimum of 1 year experience in Human Resources.
3. Knowledge of payroll software, a plus. Experience in Paylocity is highly preferred.
4. Working knowledge of MS Office, GSuite, HRIS and other databases.
5. PHR/ SHRM-CP certification is a plus.
6. Strong written and verbal communications skills, with ability to present and train.
7. Client focused, customer service disposition.
8. Demonstrated ability to prioritize multiple projects simultaneously and exercise a high level of confidentiality.
9. Highly organized and self-motivated.
10. Demonstrated commitment to working with a diverse staff.
11. Non-profit, healthcare, and/or human services background desirable but not required.

### **RESPONSIBILITIES:**

#### **Human Resources**

1. Conduct full-cycle recruitment of new employees including job description development placing advertisements, developing contacts with recruiting sources, interviewing, and supporting internal hiring managers. Helping develop offer letters, job descriptions, and new hire communications.
2. Managing orientation and on-boarding process for employees and interns.
3. Research, implement and support in administering all company benefit plans. Manage annual renewals and open enrollment.
4. Support with employee leaves, helping to draft and coordinate required documentation and notifications.
5. Assist in reporting and documenting worker's compensation incidents and claims.
6. Maintain Human Resources systems and records that meet BB HR information needs.
7. Support the management team providing HR guidance when appropriate.
8. Maintain and conduct the performance evaluation cycle, including training staff how to complete the form and make sure all staff complete their reflections.
9. Identify and work with external HR or other consultants on special projects as needed.
10. Maintain knowledge of industry trends and make recommendations to the Management Team for improvement of organizations policies, procedures and practices on personnel matters.
11. HRIS management and supporting as needed in processing and coordinating payroll.

12. Assist with wellness, event planning, Diversity and Inclusion initiatives, and special projects/committees.
13. Assist in shaping and improving Brighter Beginnings work culture and values.
14. Assist with HR work investigations as needed.
15. Assist with annual compliance audits set by our grants and internal audits.
16. Other duties as assigned.

**Operations Systems Development and Management**

1. Undertake key projects in the clinics and office operations.
2. Assist in office space management, including the anticipation of office space needs and managing office moves.
3. Serve as secondary contact person for employees and vendors regarding office operations as needed.
4. Assist in office supplies purchasing for organization.
5. Work closely with the Operations Manager to make sure we onboard new hires in a timely manner.

**SUPERVISORY RESPONSIBILITIES**

No supervisory responsibilities.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

I have read and understood the duties and responsibilities of the HR Generalist

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_